
Excel Corner: Quickly Inserting Symbols

Imagine you wish to insert an Ohm symbol into your Excel spreadsheet. One way to do this is to:

1. Type W into a cell.
2. From the Format menu select Cells.
3. Choose Symbol as the font.

All well and good, but if you try to copy the Ohm symbol to another cell you are presented with the W again. You then have to repeat the process. If you will be inserting lots of Ohm symbols it is quicker set up a macro and assign it a shortcut key.

Create a blank macro using the Record Macro feature (Tools menu > Macro), then edit it so it contains this:

```
Sub Macro1()  
    ActiveCell.FormulaR1C1 = "W"  
    With ActiveCell.Characters(Start:=1).Font  
        .Name = "Symbol"  
    End With  
End Sub
```

To assign it a shortcut key:

1. From the Tools menu select Macro.
2. Choose your Macro and select Options.
3. Enter a shortcut key in the ctrl box, w for example.

Now everytime you click a blank cell and press Ctrl w, an Ohm symbol will be entered.

If you wish just to apply the symbol font to any character you enter in a cell, just remove the
ActiveCell.FormulaR1C1 = "W"
line from the macro.

Now if you type, say, m in a cell and hit Ctrl w, a micro symbol (μ) appears.

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